

## PROPERTY EXAMINER II

**POSITION SUMMARY:** The Property Examiner II is responsible for performing moderately complex investigation, appraisal and assessment work involving real and personal property; to compute land and property values; assist in preparing assessment rolls; and to perform related work. This position works with a diverse group of external contacts as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload. Advice and leadership are available from a supervisor or his or her designee for complex issues and/or those requiring authorization.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the City Assessor or other designated official.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Provide customer service and receive and address routine and moderately complex inquiries and complaints made by citizens, businesses, staff and others. Follow up within scope of authority and advise and/or refer to an Administrative employee if outside scope of authority.
2. Read and interpret land descriptions.
3. Locate and investigate new and existing residential land and buildings for appraisal and assessment purposes.
4. Measure and make computations of buildings and land; create drawings and list construction details.
5. Determine costs of building improvements and review building information to determine quality and current condition.
6. Prepare new or revise current assessments to include new or omitted property.
7. Prepare appraisal reports and other reports as required by utilizing valuation manuals, computer programs and spreadsheets.
8. Perform appraisals of personal property.
9. Explain appraisal procedures to the public by personal contact, phone and written correspondence.
10. Assist the public and other agencies regarding property assessments, tax rates and personal property assessments.
11. Investigate and make recommendations regarding protests of assessments. May present data to the Michigan Tax Tribunal (MTT) and appear on behalf of the City at the MTT.
12. Maintain a neat, safe and professional workplace.

13. Complete special projects as directed.

14. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Graduation from an accredited high school, including or supplemented by courses in building construction, mathematics and real estate appraisal.
- B. Reasonable experience in the appraisal of real property and personal property, 1-3 years of experience preferred.
- C. Possess or obtain within six months of appointment to this position, a Michigan Advanced Assessing Officer (MAAO) certification from the State Tax Commission and a Personal Property Examiner's certificate.
- D. Proficiency in appraising residential and personal property.
- E. Reasonable knowledge of the principles, methods and practices of appraising the value of real and personal property, and their application to tax assessment work.
- F. Ability to work as a team and with minimum supervision. Possess self-supervising attributes and a positive, congenial attitude.
- G. Demonstrates skill in the use of office equipment and technology, including computers and software programs such as Microsoft Office and appraisal software. Ability to learn other programs as related to areas of responsibility.
- H. Ability to communicate effectively, prepare detailed and accurate reports. Ability to present ideas and information orally and in writing for varied audiences.
- I. Ability to follow established procedures and carry out moderately complex instructions.
- J. Ability to establish effective working relationships and use tact, good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- K. Demonstrates good powers of observation.
- L. Ability to work effectively within deadlines, under stress, and changing work priorities.
- M. Ability to set priorities and accomplish duties with general supervision.
- N. Possession of a valid Michigan motor vehicle operator's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of light weight.

While performing the duties of this job, the employee regularly works both in a business office setting and in the field. The noise level in the work environment ranges from quiet in the office to noisy in the field. While working in the field, the employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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